



## Horsforth Town Council

The Stables  
2 Church Road  
Horsforth  
Leeds  
LS18 5LG

[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) – [www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk) – **0113 258 0988**

### To Members of the Council

You are summonsed to attend the **Full Council Meeting of Horsforth Town Council**, at **St Margaret's Parish Centre, Church Lane, Horsforth** on **Thursday 27<sup>th</sup> March 2025 at 7:00pm** for the purpose of transacting the following business.

Members of the public are welcome to attend the meetings.

B Crabtree  
Town Clerk  
21<sup>st</sup> March 2025

### Agenda

**1. Introduction from Chairman**

**2. To receive apologies for absence and to consider and approve the reason for the absence**

**3. Declaration of Disclosable Pecuniary and other Interests**

To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 14-19 of the Members' Code of Conduct. Also, to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 20-21 of the Members' Code of Conduct.

**4. Public Participation**

To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda.

The period of public participation shall not exceed 15 minutes unless directed by the Chairman.

A member of the public shall not speak for more than 3 minutes.

A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.

Members of the public may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

**5. Police report**

5.1. To note and consider the latest crime statistics for Horsforth.

5.2. To consider any other policing matters.

Police representatives have been invited to the meeting.

**6. To approve the minutes of the Full Council meeting held on 30<sup>th</sup> January 2025. See agenda pack.**

**7. To receive an update and note previous minutes for the following committees. See Agenda Pack.**

7.1. Finance and General Purposes

7.2. Planning, Licensing and Traffic

- i. To review and consider the findings of the Neighbourhood Plan Survey report presented by the Neighbourhood Plan Working Group. See Agenda Pack.

7.3. Community and Environment

7.4. Staffing and Employment

- i. To consider a recommendation from the S&E Committee to pay the Clerk overtime for covering staff sick leave
- ii. To consider any other recommendations from the S&E Committee to amend the Clerks core working hours
- iii. To resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the business at item 7.4iv being prejudicial to the public interest.
- iv. To receive an update about the Admin Assistant and approve a recommendation for the S&E Committee

**8. Financial Matters. See Agenda Pack**

8.1. To consider and approve the financial report to 28<sup>th</sup> February 2025.

8.2. To approve the Schedule of Payments and Income

**9. Organisational Matters**

9.1. To review the Action Plan. See Agenda Pack.

9.2. To consider and approve the following policies. See Agenda Pack.

- Dignity at Work Policy
- Appraisal Policy
- Grievance Policy
- Disciplinary Policy
- Sexual & General Harassment Policy
- Volunteer Policy. To follow.
- Grant policy and application form

9.3. To consider and agree a new date for the Annual Town Meeting and agree any necessary arrangements.

9.4. To consider appointing additional members to the Annual Event Working Group

9.5. To consider and agree the new contact with the broadband and telephone provider

9.6. To note the increased cost of the payroll provider

9.7. To consider purchasing Teams Premium

**10. To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:**

10.1. To receive an update about Summer Bands in Parks 2025

10.2. To consider and agree the quote for the festive lights

10.3. To receive an update from the Premises Development Working Group including:

- i. To receive an update about No.3 including approving the License of Alterations, Works in Progress Insurance, amended Contractors Schedule of Costs. To follow.
- ii. To receive an update about the Museum

**11. To consider correspondence received and agree any necessary action:**

11.1. To consider correspondence received regarding a public inquiry in March regarding LBA's appeal for a change in night flight rules

11.2. To consider a request for information regarding Newlay Weir

11.3. To consider a proposal from Friends of Horsforth Hall Park

**12. Reports from external organisations**

To consider reports and any action required in relation to:

12.1. Dementia Friendly. See Agenda Pack.

12.2. Horsforth Fairtrade

12.3. Young People's Champion

12.4. Horsforth Climate action

12.5. MHA Communities

12.6. Peace Champion

**13. Council Surgery**

Two councillors are requested to provide their names for attendance at the next Council Surgery – 6:30pm to 7:00pm, 29<sup>th</sup> May 2025

**14. Items for future agenda**

**15. Date of next meeting**

Members are asked to note the date of the next meeting: 29<sup>th</sup> May 2025 (Annual Meeting of the Town Council)

Deadline for agenda items: 19<sup>th</sup> May 2025

*Distribution: E Bromley, D Brosnan, D Collins, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani, J Garvani, C Gillinder, S Gomersall, A Goulden, R Hardcastle, B Heaviside, E Hyndes, R Jones, A Martin, E Richards, N Smith, T Stones, J Tumalan, A Wishart*